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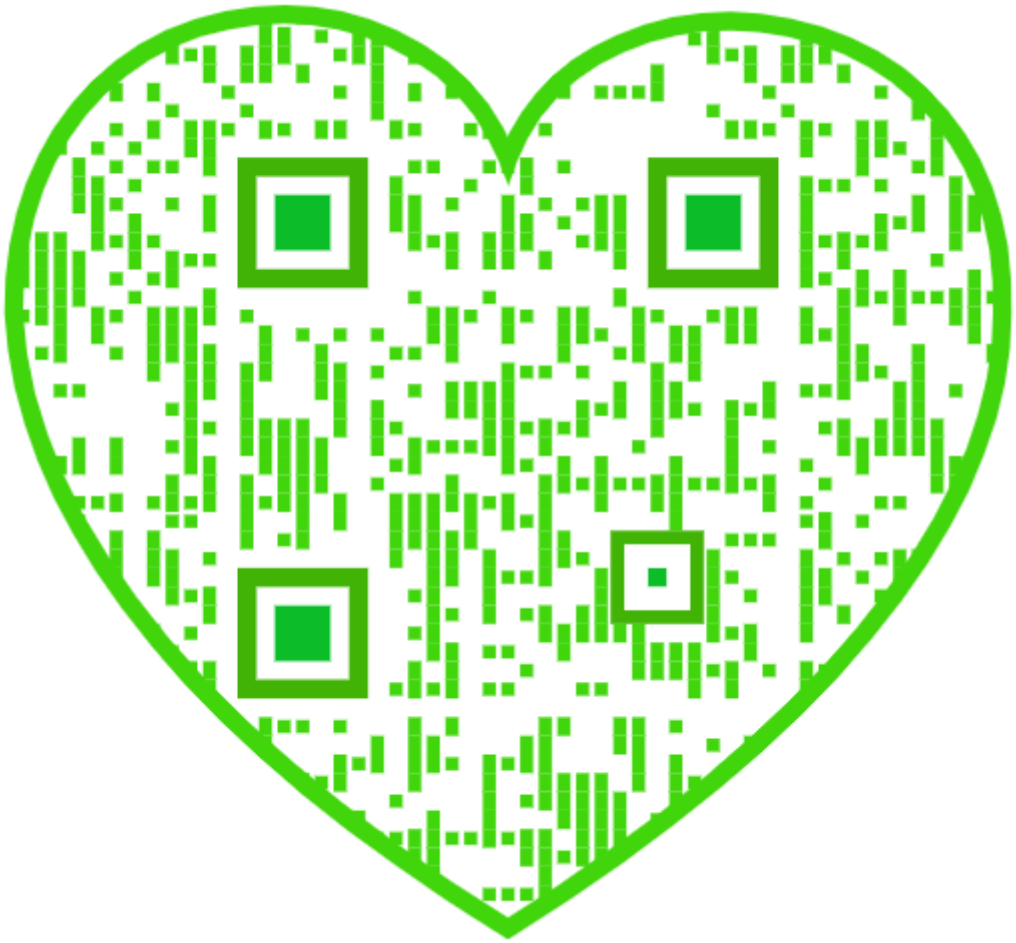
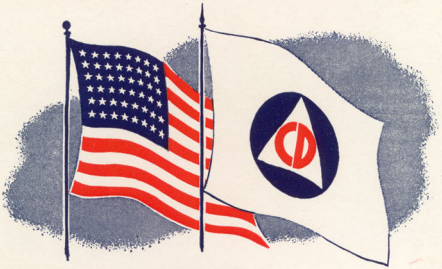
# UNITED STATES CITIZENS DEFENSE CORPS

WHO CAN JOIN
HOW TO JOIN
QUALIFICATIONS

SCHOOLS
DUTIES
INSIGNIA
EQUIPMENT

COORDINATION OF GROUPS





# U. S. Citizens Defense Corps

***Who Should Join.***—All able-bodied, responsible persons in the community—men and women, housewives, laborers, business and professional people—for the mutual protection of all. Boys and girls, and elderly people too, have work to do. The program is broad; the tasks are many; the time is now!

For percentages of workers per thousand population ..... See pages 3–28

***How to Join.***—All persons should visit and offer their services to the local "Civilian Defense Volunteer Office" or, if it has not yet been established, direct to the local Civilian Defense Council. If neither organization is available, patriotic residents should call upon their mayor and discuss the need for organization.

***Qualifications*** for membership require enrollment, physical and mental aptitude, recognition of obligation to study duties, take required training courses, and subsequently attend periodical group practice ..... See pages 3–28

Physical requirements ..... See page 38

***Schools and Training*** should be organized locally and all members of each group are expected to study and attend training courses ..... See page 35

Recommended training pamphlets ..... See pages 3–28

Sample certificate of training ..... See page 36

***Duties*** are numerous.—A separate group is assigned to each classification of duty.

See pages 3–28

***Insignia*** have been designed to distinguish each group or branch. Arm bands and cloth and metal ornaments for uniforms or civilian dress are permitted only for enrolled workers who have satisfactorily *completed training courses.*

For descriptions of insignia ..... See pages 29, 30, 31

For methods of purchase ..... See page 32

***Equipment*** varies according to duties of different groups; for suggestions see chart ..... Page 33

***Coordination of Groups.***—See chart of "Civilian Protection Organization for a Municipality" ..... Page 34

Periodical combined group practice ..... See page 37

# Basic Insigne

This basic insigne represents *all* civilian defense. Its use in any official form (except on flags or banners) is confined to enrolled civilian defense workers who have successfully completed prescribed training courses. Only such qualified persons may wear it in any "official" manner.

It is for all uniform collar and cap ornaments (except Nurses' Aides)—enameled on metal or embroidered on cloth—on automobile plates, on flags and banners—on civilian-dress lapel buttons. On steel or fire helmets it can be stenciled, front center.

When superimposed on the letters "U. S." it becomes the Federal Staff Insigne.

When shown immediately above a State designation it becomes the State (or local organization therein) Staff Insigne.

On arm bands it is used only in the staff combinations as above.

On uniform sleeve insigne it is used only in the staff combinations as above.

On civilian-dress lapel buttons it can be worn in the staff combinations above—

By respective staff members, or alone with no U. S. or State designations by all enrolled certified C. D. workers.

On uniform collar and cap ornaments it is to be worn *alone* with no Federal or State designations.

On flags for headquarters and official automobiles it can be used "officially" with stars or pyramids appropriate to the rank of the commander of the headquarters or owner of the car.

On flags and banners used for display only, it can be used alone as shown on the cover of this booklet. There is no restriction on use in this manner by any persons.

It is protected by U. S. Letters Patent D–129,797.

See page 32 for methods of purchase.

# Staff Corps

***Personnel.***—Men and women should be "executive" type—dependable, capable of long hours in emergencies.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| 4 | 2 | 0 |

***Duties.***—A. Command.
B. Workers—typing, records, switchboard, general office duties.

***School and Training Courses Required—***

| | *First Aid* | *Fire Defense* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours, | 10 | 3 | 2 | 5 | 2 |

***Periodical Group Practice.***—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. This is particularly true of staff corps: Certain emergencies might call for service of only a few, not all, of the different groups, but the staff corps goes into action on *all* calls.

Minimum staff corps practice should consist of—*Hours*—2. *Period*—Weekly. This schedule should be continued during the entire period of the national emergency.

***Recommended Training Pamphlets.***—Staff corps should familiarize themselves with all pamphlets described in following pages so that they can coordinate and direct, with understanding, the work of all groups. Of special significance is the "Staff Manual."

***Types of Insignia.***—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

***Restrictions for Wear.***—Only enrolled staff members and workers who have successfully completed training courses listed above may wear insignia on uniforms, arm bands, civilian-dress lapel buttons or in any "official" manner. Such persons must be officers of or workers on the staffs of—

The Office of Civilian Defense, Washington, D. C.
Civilian Defense Regional Directors. } For "U. S." staff insigne.

The various State Civilian Defense Councils
The various local Civilian Defense Councils } For State staff insigne.

This insigne is protected by U. S. Letters Patent D-129,812.

See page 32 for methods of purchase.

# Drivers Corps

***Personnel.***—Men and women—experienced drivers—good vision.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| | 5 | |

***Duties.***—Persons willing to offer their cars as well as their own time are required. Women are often enrolled for this work. Organization by sectional groups, with a Coordinator of Transportation in control, is suggested. Cars and drivers are assigned by the Coordinator to First Aid Squads, Casualty Stations, Control and Message Centers, and to the Staff of the Local Defense Coordinator. Instruction in driving under blackout and other air raid conditions is necessary.

***School and Training Courses Required—***

| | *First Aid* | *Fire Defense* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours, | 10 | 0 | 5 | 5 | 2 |

***Periodical Group Practice.***—Individual workers must be *trained* as above: Groups must be *organized*, groups must practice as *groups*. The Drivers Corps should meet at least twice a month if not called more often. *Hours*—2. *Periods*—bimonthly.

They should make emergency parking arrangements—securing trucks assigned to them, driving and parking in groups, etc.

***Recommended Training Pamphlets.***—"Blackouts," "A Training Guide for Emergency Drivers," "Handbook for Emergency Drivers," "Protection Against Gas," "Handbook of First Aid."

***Types of Insignia.***—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel button only.

DRIVERS CORPS

***Restrictions for Wear.***—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Drivers Corps" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons or in any "official" manner.

This insigne is protected by U. S. Letters Patent D-129,808.

See page 32 for methods of purchase.

# Messengers

***Personnel.***—Young women—boys and girls (15 to 21 years)—should be able to ride bicycle or motorcycle.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| 1 | 1 | 6 |

***Duties.***—A reliable and efficient messenger group is vital to organization for civilian defense. Messengers are assigned to Air Raid Warden posts, to Control and Message Centers, to hospitals and First Aid posts, to fire stations, and police precincts. Under a rain of bombs, other communications may break down, but the messenger will somehow get the message through.

***School and Training Courses Required—***

| | *First Aid* | *Fire Defense* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours, | 10 | 3 | 2 | 5 | 2 |

***Periodical Group Practice.***—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. This is particularly true of messengers. Messengers should practice assembling at call at different points—relaying messages—reporting verbal messages. Minimum messengers' practice should consist of—*Hours*—2. *Period*—Bimonthly.

***Recommended Training Pamphlets.***—"Protection Against Gas," "Fire Protection," "First Aid in Prevention and Treatment of Chemical Casualties," "Blackouts."

***Types of Insignia.***—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons.

***Restrictions for Wear.***—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated "Messengers" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

This insigne is protected by U. S. Letters Patent D-129,806.
See page 32 for methods of purchase.

MESSENGERS

# Rescue Squads

***Personnel.***—Men—husky, resourceful, fearless.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| 2 | | |

***Duties.***—Air attacks provide special problems. Such responsibilities fall upon the Public Works, Fire, and other appropriate municipal departments. Rescue Squads must be organized to supplement these organizations, to rescue persons trapped in debris, and to shut off broken gas, electric, and water lines. Each squad consists of about 10 men, equipped with suitable protective clothing and the necessary tools and equipment for shoring up, tunneling, and minor demolition work, and for rendering emergency first aid.

***School and Training Courses Required—***

| | *First Aid* | *Fire Defense* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours, | 20 | 10 | 5 | 5 | 2 |

***Periodical Group Practice.***—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Group Rescue Squad practice, including assembly at designated points with equipment, should be on the following minimum schedule: *Hours*—2. *Periods*—Weekly.

***Recommended Training Pamphlets.***—"A Training Course for Rescue Squads," "A Handbook for Rescue Squads," "Fire Protection," "Protection Against Gas," "Handbook of First Aid."

***Types of Insignia.***—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

***Restrictions for Wear.***—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Rescue Squads" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

This insigne is protected by U. S. Letters Patent D-129,800.

See page 32 for methods of purchase.

RESCUE SQUAD

# Auxiliary Police

***Personnel.***—Men—strong, good discipline, capable of commanding respect. May be enrolled direct by Police Department.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| 4 | | |

***Duties.***—Police functions in which volunteers assist include: (1) Enforcement of emergency restrictions on lighting and prohibitions on trespassing; (2) guarding of docks, bridges, and factories to prevent sabotage; (3) traffic duty to facilitate movement of essential vehicles; (4) prevention of looting of partially demolished shops and homes; (5) assistance to air raid protection services before, during, and after a raid—assist police, enforce blackout, special guards, traffic control.

***School and Training Courses Required—***

| | *First Aid* | *Fire Defense* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours, | 10 | 3 | 5 | 5 | 5 |

***Periodical Group Practice.***—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Group practice for Auxiliary Police, carried out under direction of local Police Chief and graduates of Training Schools should be scheduled on the following minimum basis: *Hours*—2: *Period*—Weekly.

***Recommended Training Pamphlets.***—"Blackouts," "Protection Against Gas," "Fire Protection," "First Aid in Prevention and Treatment of Chemical Casualties," "A Training Course for Auxiliary Police," "Handbook for Auxiliary Police."

***Types of Insignia.***—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

***Restrictions for Wear.***—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated "Auxiliary Police" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

AUXILIARY POLICE

This insigne is protected by U. S. Letters Patent D-129,803.

See page 32 for methods of purchase.

MB REMOVAL
SQUAD

# Bomb Squads

***Personnel.***—Men, usually selected from regular police for their special knowledge and training. May be enrolled direct by Police Department.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| 1 | | |

***Duties.***—Some of the bombs dropped in a modern air attack may fail to explode or may have delayed-action fuses. They must be removed at once to a place where they may be exploded without harm. Since this work requires an unusual degree of knowledge, skill, and devotion, it usually falls to a small group of picked men of the regular police force who have been carefully trained for this dangerous work.

***School and Training Courses Required—***

| | *First Aid* | *Fire Defense* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours, | 10 | 0 | 2 | 5 | 2 |

***Periodical Group Practice.***—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Bomb Squads group practice under direction of Police Chief and training school graduates should be thoroughly coordinated with assembling of equipment, trucks, etc.

Minimum time required for group practice: *Hours*—2. *Period*—Monthly.

***Recommended Training Pamphlets.***—"Protection Against Gas," "First Aid in Prevention and Treatment of Chemical Casualties," "A Training Course for Bomb Squads," "Handbook for Bomb Squads," "Blackouts."

***Types of Insignia.***—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons.

***Restrictions for Wear.***—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of 'Bomb Squads" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

This insigne is protected by U. S. Letters Patent D–129,799.

See page 32 for methods of purchase.

BOMB SQUADS

# Air Raid Wardens

***Personnel.***—Men and women—natural leaders who inspire confidence.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| 6 | 2 | |

***Duties.***—The Air Raid Wardens are to many people the personal representatives of Civilian Defense. They are not policemen and do not have police powers, but usually function as part of the police force and with its help.

An Air Raid Warden's post is organized to serve a unit of 500 people. It is accessible and plainly marked. Since at least one person is always on duty, four Air Raid Wardens usually are assigned to each post.

The Air Raid Warden's duties include: (1) Observing lights showing during a blackout and warning occupants of the building; (2) directing persons in the streets to shelter; (3) reporting to the Control Center any fallen bombs; (4) reporting fires to the Control Center and assisting in fighting incendiary bombs as soon as they fall; (5) detecting and reporting to the Control Center the presence of gas; (6) administering elementary first aid; (7) assisting victims in damaged buildings; (8) to set an example of cool efficiency under all conditions.

***School and Training Courses Required—***

| | *First Aid* | *Fire Defense* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours, | 10 | 3 | 5 | 5 | 2 |

***Recommended Training Pamphlets.***—"Blackouts," "Protection Against Gas," "Fire Protection," "First Aid in Prevention and Treatment of Chemical Casualties," "A Training Course for Air Raid Wardens," "A Handbook for Air Raid Wardens."

***Types of Insignia.***—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons.

***Restrictions for Wear.***—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated "Air Raid Wardens" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

AIR RAID WARDEN

This insigne is protected by U. S. Letters Patent D–129,801.

See page 32 for methods of purchase.

# Auxiliary Firemen

***Personnel.***—Men—strong, agile, good endurance, courageous. May be enrolled direct by Fire Department.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| 4 | | |

***Duties.***—Since fire is one of the greatest threats in air attack, augmentation of the regular fire-fighting forces is necessary. A practical plan, used in Britain and already under way in a number of American cities, is the establishment of three auxiliary fire stations around each existing engine company. One officer or first-grade fireman is placed in charge of each auxiliary fire station and up to 30 enrolled volunteers, assigned on the platoon system, are allotted to each such station.

Their duties are similar to those of the regular fire-fighting forces—laying hose relays, operating small pumpers, and assisting the regular fire forces. They should equip themselves with suitable protective clothing similar to that worn by the regular forces.

***School and Training Courses Required—***

| | *First Aid* | *Fire Defense* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours, | 10 | 10 | 2 | 5 | 5 |

***Periodical Group Practice.***—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Auxiliary Fire Group practice is carried out under instruction of Fire Chief and graduates. Local schools should be carefully coordinated with work of the regular fire department.

Minimum time considered necessary practice: *Hours*—2. *Periods*—Weekly.

***Recommended Training Pamphlets.***—"Fire Series No. 1," "Protection Against Gas," "Fire Protection," "A Training Course for Auxiliary Firemen," "Handbook for Auxiliary Firemen."

***Types of Insignia.***—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

***Restrictions for Wear.***—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated "Auxiliary Firemen" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

AUXILIARY FIRE CORPS

This insigne is protected by U. S. Letters Patent D-129,802.

See page 32 for methods of purchase.

# Fire Watchers

***Personnel.***—Men—alert, keen, fast reflexes, age not over-important. May be enrolled direct by fire department.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| 10 | | |

***Duties.***—The menace of the fire bomb calls for unceasing vigilance and prompt, intelligent action. Fighting incendiary bombs as they fall is a duty in which all able-bodied citizens need training.

After the Fire Department has trained its own auxiliary forces, it instructs citizens in the area, under each Air Raid Warden's post, in the method of fighting fire bombs. The Air Raid Warden of each post then selects and enrolls the most alert and suitable persons to act as Fire Watchers. During an air raid alarm, the Watchers take up posts on roofs, in doorways, and at other vantage points in order to spot and reach fallen bombs quickly.

***School and Training Courses Required—***

| | *First Aid* | *Fire Defense* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours. | 0 | 3 | 2 | 5 | 2 |

***Recommended Training Pamphlets.***—"Protection Against Gas," "Fire Protection" "Handbook for Fire Watchers," "Blackouts."

***Types of Insignia.***—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel button only.

***Restrictions for Wear.***—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated "Fire Watchers" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

FIRE WATCHER

This insigne is protected by U. S. Letters Patent D-129,807.

See page 32 for methods of purchase.

# Demolition and Clearance Crews

***Personnel.***—Men—husky, dependable.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| 2 | | |

***Duties.***—After an air raid, streets may be filled with rubble, walls of partially demolished buildings may tilt dangerously, and streets may be blocked by bomb craters. Husky crews of enrolled volunteers, added to existing clearance forces, remove rubble from the streets and fill craters made by bombs or broken pavements. They are provided with equipment to raze unsafe walls and buildings. These crews operate ordinarily under the Public Works Department.

***School and Training Courses Required—***

| | *First Aid* | *Fire Defense* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours, | 0 | 3 | 2 | 5 | 2 |

***Periodical Group Practice.***—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Group practice should be particularized on system and working control under adverse conditions, gas, noise, etc.

Minimum time for group practice should be—*Hours*—2. *Period*—Bimonthly.

***Recommended Training Pamphlets.***—"Protection Against Gas," "Fire Protection," "A Training Course for Demolition and Clearance Crews," "Handbook for Demolition and Clearance Crews."

***Types of Insignia.***—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

***Restrictions for Wear.***—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Demolition and Clearance Crews" may wear this insigne on uniforms, arm bands, civilian dress lapel buttons, or in any "official" manner.

This insigne is protected by U. S. Letters Patent D–129,804.

See page 32 for methods of purchase.

DEMOLITION CREW

# Road Repair Crews

***Personnel.***—Men—husky, capable heavy work, long hours.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| 2 | | |

***Duties.***—Street or Road Repair Crews, augmented by civilian volunteers, restore normal flow of traffic as rapidly as possible after an air raid. These crews operate ordinarily under the Street or Public Works Department following up the rough clearance of the demolition crews. They smooth the road surfaces, repave with available material and restore road markings, fill holes, apply top dressing.

***School and Training Courses Required—***

| | *First Aid* | *Fire Defense* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours. | 0 | 3 | 2 | 5 | 2 |

***Recommended Training Pamphlets.***—"Fire Protection," "Protection Against Gas," "A Training Course for Demolition and Clearance Crews," and "Road Repair Crews."

***Types of Insignia.***—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

***Restrictions for Wear.***—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Road Repair Crews" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

This insigne is protected by U. S. Letters Patent D–129,805.
See page 32 for methods of purchase.

ROAD REPAIR CREW

# Decontamination Squads

***Personnel.***—Men—sturdy, dependable, age not over-important.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| 1 | | |

***Duties.***—The possibility that an attacking enemy may use war gas makes a Decontamination Squad necessary. Provision must be made for special treatment of clothing and equipment and also for chemical neutralization of streets and walls contaminated by the persistent liquids known as "blister gases" or vesicants. Specialized training and equipment are needed for this work. Instructors for the local defense organization receive training at Civilian Defense schools conducted by the War Department. The Health Department is particularly concerned with decontamination work.

***School and Training Courses Required—***

| | *First Aid* | *Fire Defense* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours, | 10 | 0 | 5 | 5 | 2 |

***Periodical Group Practice.***—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Decontamination Squads group practice is important to team work between its different members in handling chemicals, controlling, loading equipment, etc.

Minimum practice time required: *Hours*—2. *Periods*—Bimonthly.

***Recommended Training Pamphlets.***—"Protection Against Gas," "First Aid in Prevention and Treatment of Chemical Casualties," "A Training Course for Decontamination Squads," "Handbook for Decontamination Squads."

***Types of Insignia.***—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel button only.

***Restrictions for Wear.***—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Decontamination Squads" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

DECONTAMINATION SQUADS

This insigne is protected by U. S. Letters Patent D-129,810.

See page 32 for methods of purchase.

# Emergency Food and Housing Corps

***Personnel.***—Men and women—strong, capable, long hours, sympathetic.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| | 1 | |

***Duties.***—Food and shelter must be provided for those whose homes have been damaged or destroyed by air raid or other disaster. Usually the Welfare Department has general responsibility for coordinating such emergency services. It is assisted by enrolled personnel and private organizations equipped to render assistance.

***School and Training Courses Required—***

| | *First Aid* | *Fire Defense* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours, | 10 | 0 | 3 | 5 | 20 |

***Periodical Group Practice.***—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Emergency Food and Housing Corps require concentrated practice until proficient as teams of menu planners, purchasers, cooks, driers, washers, etc.

Minimum time should be—*Hours*—3. *Period*—Bimonthly.

***Recommended Training Pamphlets.***—"First Aid in Prevention and Treatment of Chemical Casualties," "Protection Against Gas," "Red Cross Canteen Course."

***Types of Insignia.***—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

***Restrictions for Wear.***—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Emergency Food and Housing Corps" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

EMERGENCY FOOD AND HOUSING

This insigne is protected by U. S. Letters Patent D-129,809.

See page 32 for methods of purchase.

# The Medical Corps

***Personnel.***—Doctors, nurses, nurses aides or orderlies.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| 1 | 2 | |

***Duties.***—In the event of an air raid or any other disaster, the emergency care of the injured will be the responsibility of Emergency Medical Field Units. These Field Units are organized by hospitals and are composed of squads of physicians, nurses, and nursing auxiliaries. Upon receiving orders from the Control Center, a medical squad or squads will proceed to the scene of the disaster and will set up a Casualty Station at a designated site. When necessary, a team of one or more physicians, nurses, and nurses' aides may be dispatched from the Casualty Station to establish an advanced First Aid post close to the site of disaster.

The insigne will be the Caduceus on the basic OCD design.

***School and Training Courses Required—***

| | *First Aid* | *Fire Defense* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours, | 10 | 0 | 2 | 5 | 2 |

***Recommended Training Pamphlets.***—"Protection Against Gas," "Handbook of First Aid," "Textbook of First Aid," American Red Cross.

***Types of Insignia.***—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel button only.

***Restrictions for Wear.***—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Medical Corps" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

MEDICAL CORPS

This insigne is protected by U. S. Letters Patent D-129,811.

See page 32 for methods of purchase.

# Nurses' Aides Corps

***Personnel.***—Women, intelligent, physically strong.

***Percentages of Workers Necessary per 1,000 of Population—***

| *Men* | *Women* | *Youths* |
|---|---|---|
| | 6 | |

***Duties.***—Volunteer Nurses' Aides are intended to assist the nurse so that she may be able to serve a greater number of patients. Special training by the American Red Cross is necessary before women volunteers can serve in this field. Upon completion of this course of training, which has been prepared by the Office of Civilian Defense in collaboration with the American National Red Cross, Volunteer Nurses' Aides will become eligible to assist nurses in wards and out-patient clinics of hospitals, public health services, and will be assigned to Emergency Medical Field Units for duty in Casualty Stations and First Aid Posts.

***School and Training Courses Required—***

| | *Spec. Amer. Red Cross* | *First Aid* | *Gas Defense* | *General* | *Drill* |
|---|---|---|---|---|---|
| Hours. | 80 | 20 | 2 | 5 | 2 |

***Recommended Training Pamphlets.***—"Protection Against Gas," "A Training Guide for Nurses' Aides," "Handbook of First Aid," "Textbook of First Aid," American Red Cross, and special pamphlets from American Red Cross.

***Types of Insignia.***—Sleeve and cap insignia, embroidered cloth only. Nurses' Aides who are members of Emergency Medical Field Units may wear the Caduceus symbol of Civilian Defense.

***Restrictions for Wear.***—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Nurses' Aides Corps" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons or in any "official" manner.

NURSES' AIDES CORPS

This insigne is protected by U. S. Letters Patent D-129,798. Purchase of all Nurses' Aides insignia and uniforms is to be made through the American Red Cross.

# Specifications for Insignia of Civilian Defense

***Arm Band Specifications.***—Durable, washable white cloth bands, 5 inches deep and 18 inches long. Insignia in center of band, 4 inches in diameter. Embroidered in two colors, blue and red on the white or die cut felt, stitched or permanently adhered. All insignia except basic "CD" are included for arm bands. State and Local Staff Corps arm bands differ from the foregoing as follows: The basic "CD" insigne, not including "U. S.," 4 inches in diameter, is to be attached to the arm band at the top edge, center. Initials, or State abbreviations such as S. C. for South Carolina, or Mass. for Massachusetts, are to appear below the basic "CD" insigne, such letters running in a horizontal line on the arm band. State designations are required only on the basic "CD" insigne for exclusive Staff Corps use. State designations may be applied on all other designs where State Defense Councils so decide but are not required by O. C. D.

***Uniform Sleeve Insignia.***—Same as arm bands except without white band. Should be sewn on upper left sleeve one inch below seam of coat. All insignia except basic "CD" are included in arm bands. State and local Staff Corps insignia differ from the foregoing as follows: The basic "CD" insigne, not including "U. S.," 4 inches in diameter, is to be supplemented with State initials or abbreviations *below* the basic insigne: The letters should be in a horizontal line centered below the bottom edge of the circle of the basic insigne. State designations are required only on the basic "CD" insigne for exclusive Staff Corps use. State designations may be applied on all other designs where State Defense Councils so decide, but are not required by O. C. D.

***Collar and Cap Embroidered Ornaments.***—One and one-fourth inches in diameter. Embroidered in red, white, and blue. Stitched or rolled edges. Only basic "CD" insignia to be worn as collar and cap ornaments. Collar ornaments to be worn on both lapels on uniforms. No State designations are to be added to uniform collar and cap ornaments. (This is to prevent confusion with the State staff insigne.)

***Collar and Cap Metal Ornaments.***—Same size and specifications as "Collar and Cap Embroidered Ornaments." Enameled in red, white, and blue. Three coats each color, hard fired.

***Civilian-Dress Lapel Buttons.***—Metal, one-half inch in diameter. Other specifications same as metal and collar and cap ornaments—all insignia include in civilian-dress lapel buttons, example, "Nurses Aide." State and Local Staff Corps buttons differ from the foregoing as follows: The basic "CD" insigne, not including "U. S.," one-half inch in diameter, is to be supplemented by State initials or abbreviations below the basic insigne; the letters should be in a horizontal line, centered below the bottom edge of the circle of the basic insigne. This should be on a separate piece of metal attached in the same manner, as "40 and 8," pendants are attached to the American Legion button. States desiring to add State designations may do so on all insignia except the basic "CD." (This will prevent confusion with the State staff insigne.)

***Automobile Stickers and Plates.***—The use of Civilian Defense emblems on automobiles is restricted to cars and trucks employed in the work of Civilian Defense. Emblems may be painted or made of enameled metal. None should be smaller than 4 inches nor greater

than 12 inches in diameter. Uniform size should be maintained in any group or command. Automobile plates can be fixed in any convenient spot on automobiles or trucks. Only the basic "CD" will be used. State designations are not permitted. (This would cause confusion with staff insigne.)

***Flags*** should be of standard grade wool bunting. Basic insigne and insignia of rank can be embroidered or sewn on in official colors. The use of the basic emblem of Civilian Defense on flags or banners for display is not restricted when used by itself. The use of group insignia is restricted to appropriate use by groups. State designations shall not be added to the basic insigne in any way that would cause the latter to be confused with the State staff insigne.

***Insignia of Rank.***—The following insignia of rank are authorized for wear on uniforms or for display on flags:

| | |
|---|---|
| Four gold stars | U. S. Director of Civilian Defense. |
| Three gold stars | Regional Director of Civilian Defense, or principal Assistants to U. S. Director. |
| Two gold stars | State U. S. Coordinator of Civilian Defense. |
| One gold star | Local U. S. Coordinator of Civilian Defense. |
| Three silver pyramids | Chief of Service, Local or State (Fire, Police, etc.) |
| Two silver pyramids | Chief of Local Group (Wardens, etc.) |
| One silver pyramid | Captain of Wardens, Assistant to Chief, Zone Leader. |
| Three black triangles | Section Leader. |
| Two black triangles | Squad Leader. |
| One black triangle | Worker, training satisfactorily completed (i. e., Worker, First Class.) |

Insignia of rank, gold stars or silver pyramids, should be sewn or pinned on both sleeves starting 4 inches up from bottom of cuff and placed in a vertical line at intervals of 1 inch. Black triangles should be sewn or pinned in a horizontal line at intervals of 1 inch directly below the insignia on arm bands or on uniform sleeve insignia. On uniforms, above are to be worn on both sleeves. Pyramids are to be of a size to fit within a five-eighths-inch circle. Stars are to be five-pointed and must fit within a one-half-inch circle.

Insignia of rank—embroidered.

Stars, gold silk, pyramids, silver silk, triangles, black silk.

Insignia of rank—celluloid.

Stars gold on black background, pyramids, silver on black background, triangles black on white background.

On flags using the basic emblem, stars are authorized only for the use of identification of corresponding rank.

All above insignia are restricted in use to those enrolled trained civilian defense workers entitled to use the respective insignia by their enrollment and successful completion of prescribed training courses, with the exception of banners bearing the basic "CD" insignia which may be purchased and used for display by anybody. *

*Also excepted are novelties, of an "unofficial," nonuniform character such as cigarette cases and handkerchiefs. Licenses may be issued to manufacturers of such novelties after submission of samples and approval by the Office of Civilian Defense.

| RANK DESIGNATION | ▲ | ▲▲ | ▲▲▲ | △ | △△ | △△△ | ★ | ★★ | ★★★ | ★★★★ |
|---|---|---|---|---|---|---|---|---|---|---|
| AIR RAID WARDEN | FIRST CLASS | SENIOR OR SECTOR WARDEN | ZONE LEADER | GROUP LEADER | CHIEF WARDEN | STATE WARDEN | NO OTHER RANKS | | | |
| AUXILIARY FIREMEN | " | SQUAD LEADER | PLATOON LEADER | COMPANY LEADER | FIRE CHIEF | STATE FIRE COORDINATOR | NO OTHER RANKS | | | |
| AUXILIARY POLICEMEN | " | " | " | " | CHIEF OF POLICE | NO OTHER RANKS | | | | |
| BOMB SQUADS | " | " | NONE | " | " | NO OTHER RANKS | | | | |
| RESCUE SQUADS | " | " | DEPOT LEADER | " | FIRE CHIEF | NO OTHER RANKS | | | | |
| MEDICAL FIELD UNITS | " | TEAM LEADER | SQUAD LEADER | UNIT LEADER | CHIEF OF E. M. S. | STATE MEDICAL DIRECTOR | NO OTHER RANKS | | | |
| MEDICAL AUXILIARIES (stretcher teams) | " | " ★ | " ★ | NO OTHER RANKS | | | | | | |
| NURSES' AIDES | NO RANK DESIGNATIONS | | | | | | | | | |
| EMERGENCY FOOD AND HOUSING | FIRST CLASS | UNIT LEADER | DEPOT LEADER | GROUP LEADER | CHIEF WARDEN | NO OTHER RANKS | | | | |
| DRIVERS UNITS | " | CONVOY LEADER | " | " | NO OTHER RANKS | | | | | |
| MESSENGERS | " | SENIOR MESSENGER | PLATOON LEADER | " | NO OTHER RANKS | | | | | |
| ROAD REPAIR CREWS | " | CREW LEADER | DEPOT LEADER | " | CHIEF OF EMER. WORK S. | NO OTHER RANKS | | | | |
| DEMOLITION AND CLEAR. | " | " | " | " | | | | | | |
| DECONTAMINATION SQUADS | " | SQUAD LEADER | STATION LEADER | " | | | | | | |
| FIRE WATCHERS | " | NO OTHER RANKS | | | | | | | | |
| REPAIR CREWS | " | CREW LEADER | SERVICE LEADER | NONE | CHIEF OF UTILITIES | NO OTHER RANKS | | | | |
| LOCAL STAFF | " | AS REQUIRED | | | CONTROLLER | COMMANDER | COORDINATOR | NO OTHER RANKS | | |
| STATE STAFF | " | AS REQUIRED | | | AS DESIGNATED | AS DESIGNATED | ASST. COORDINATOR | COORDINATOR | NO OTHER RANKS | |
| U. S. STAFF | " | AS REQUIRED | | | | AS DESIGNATED | AS DESIGNATED | AS DESIGNATED | REGION DIRECTOR PRINCIPAL ASSTS | U. S. DIRECTOR |
| | | | | | | | | | | |
| EQUIVALENT ARMY TERM | PVT 1st CLASS | NON-COMM OFF | LIEUTENANT | CAPTAIN | MAJOR | COLONEL | BRIG GEN | MAJ GEN | LIEUT GEN | GENERAL |

*ASSIGNED BY RED CROSS TO CHIEF OF EMERGENCY MEDICAL SERVICE.

# Method of Purchasing Official Civilian Defense Insignia

**1.** All designs of insignia have been patented by the Office of Civilian Defense to prevent their use by unauthorized persons.

Insignia that are available—cloth arm bands, cloth sleeve insignia for uniforms, embroidered cloth or metal uniform collar and cap emblems, embroidered and celluloid insignia of rank, metal civilian-dress lapel buttons, automobile insignia plates. (See "specifications," p. 29.)

**2.** Persons entitled to use insignia:

Only enrolled civilian defense workers who have satisfactorily completed prescribed training courses and paid employees.

**3.** Who can purchase insignia:

Responsible officers of State Defense Councils for the local Defense Councils within their respective States.

**4.** Who must approve orders:

Regional civilian defense directors. (They may delegate this power to State Defense Councils.)

**5.** From whom insignia can be purchased:

Only manufacturers licensed by the Office of Civilian Defense. None will be sold in retail stores.

**6.** Prices do not depend on quantity purchased:

Manufacturers are licensed to sell only at the listed prices. This insures equality on all orders both large and small.

**7.** Sources of funds:

No Federal funds are available at this time for purchase of insignia. State and local councils must collect the money from their members or other sources if the State and local councils do not provide same.

**8.** Government "jewelry tax of 10%" on metal insignia:

This is not finally settled. The manufacturers are discussing the problem with the Internal Revenue Department. If the tax is payable it must be added to the prices quoted in attached list. An opinion has been requested by the OCD.

**9.** State defense councils will keep records showing totals of all insignia purchased and the manufacturers from whom they were purchased. This report is to be made available on request to the Office of Civilian Defense Insignia Unit, Dupont Circle Building, Washington, D. C.

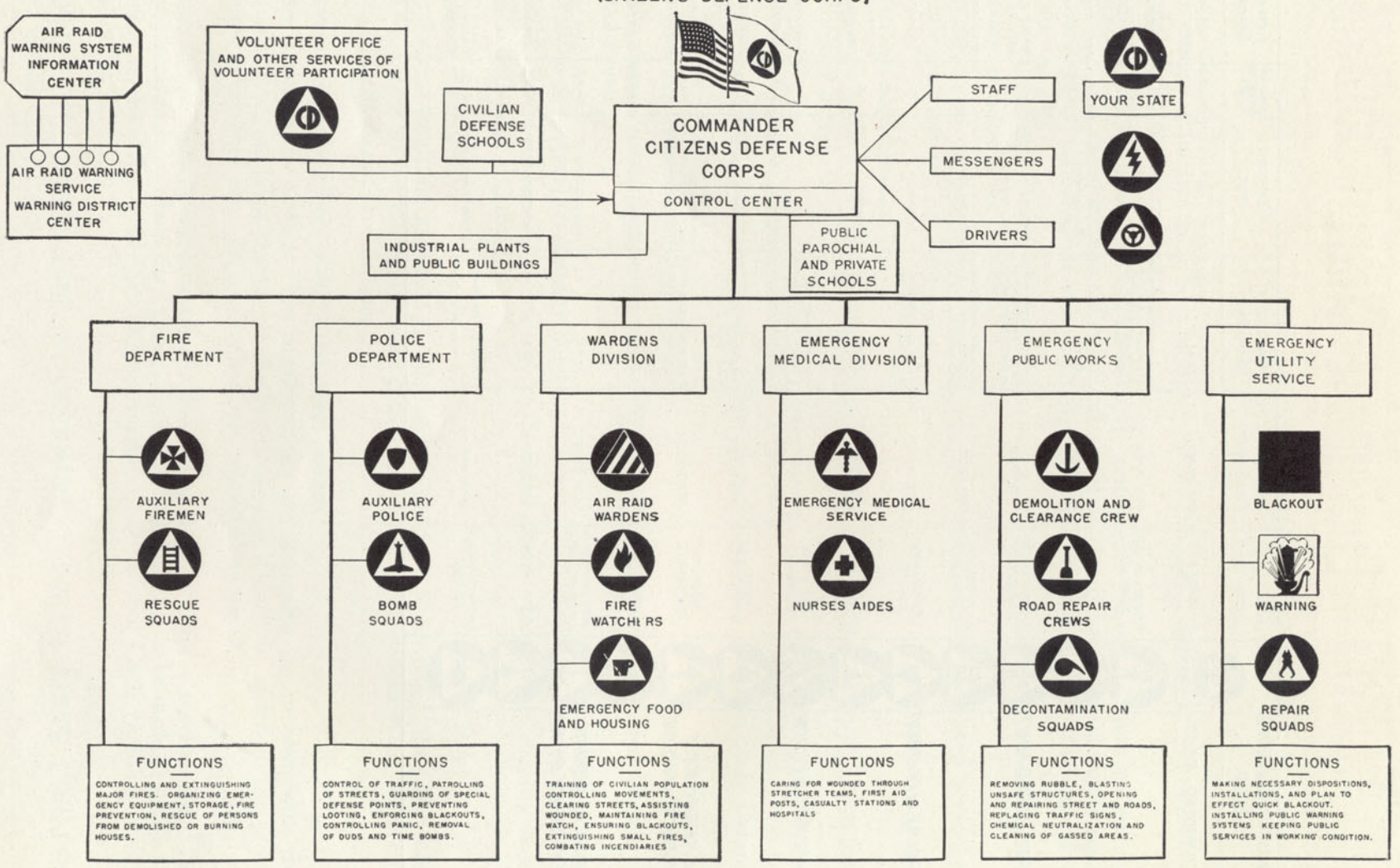
**10.** FOR DETAIL PROCEDURE ON ORDERING, CONSULT STATE CIVILIAN DEFENSE COUNCILS.

# Equipment Chart

| ADMINISTRATIVE GROUP | | CORPS OR SERVICE | UNIFORM EQUIPMENT | PROTECTIVE CLOTHING | OPERATING UNIT | SIZE OF OPERATING UNIT | EQUIPMENT OF OPERATING UNIT |
|---|---|---|---|---|---|---|---|
| COMMAND POST | MASS. | STAFF (NOT INCLUDING COMMAND) | ARM BAND | 1 GASPROOF CAPE } IN 6<br>1 DUTY MASK | CONTROL CENTER, ETC. | VARIABLE | OFFICE, COMMUNICATIONS, MAPS, FILES, ETC. |
| | | MESSENGER SERVICE | ARM BAND | VISIBILITY BELTS, HATS, GASPROOF CAPES AND DUTY GAS MASKS AS REQUIRED. | INDIVIDUAL | SINGLE CORPS | NONE FURNISHED. MESSENGERS FURNISH OWN BICYCLES, AUTOMOBILES |
| | | DRIVERS CORPS | ARM BAND | NONE | INDIVIDUAL | SINGLE CORPS | CARS AND TRUCKS FURNISHED BY DRIVERS. |
| FIRE DEPARTMENT | | AUXILIARY FIREMAN | ARM BAND | TURN-OUT COATS, PANTS, DUTY GAS MASKS, HIP BOOTS, HELMETS. | GENERALLY, AUXILIARY FIRE STATION | 6-10 | PORTABLE OR TRUCK-MOUNTED PUMPER WITH HOSE. |
| | | RESCUE SQUAD | ARM BAND | CIVILIAN GAS PROTECTIVE CLOTHING, DUTY GAS MASKS. | RESCUE SQUAD | 10 | TOOLS AND TRANSPORT FOR DEMOLITION, SHORING FIRST AID, WRENCHES, ETC |
| POLICE DEPARTMENT | | AUXILIARY POLICE | ARM BAND | VISIBILITY BELTS, DUTY GAS MASKS, HELMETS, GASPROOF CAPES. | PLATOON | 30 | NONE |
| | | BOMB SQUAD | ARM BAND | NONE | SQUAD | 4 | EXCAVATING, DERRICK TRUCK, SPECIAL TOOLS |
| WARDENS DIVISION | | AIR RAID WARDENS | ARM BAND, WHISTLE WORK GLOVES | DUTY GAS MASKS, VISIBILITY BELTS, HELMETS 1 GASPROOF CLOTHING } POST<br>1 GASPROOF CAPE | POST | 4-6 | DESKS, CHAIRS, TYPEWRITER, FIRST AID KIT, GAS ALARM, RADIO, FLASHLIGHTS, ETC. |
| | | FIRE WATCHERS | ARM BAND | GASPROOF CAPES, DUTY GAS MASKS. | SECTOR GROUPS | 5-24 | SAND BUCKETS, SCOOPS, SPRAY BUCKET-PUMPS. |
| EMERGENCY MEDICAL DIVISION | | MEDICAL PERSONNEL | ARM BAND | GASPROOF CAPES (1 IN 3) DUTY GAS MASKS | FIRST AID POST, STRETCHER TEAMS, CLEARING STATIONS, HOSPITALS | VARIABLE | FIRST AID KITS OF VARIOUS SIZES. |
| | | NURSES AIDES | SPECIAL UNIFORM PURCHASED FROM RED CROSS | NONE | AS ASSIGNED | VARIABLE | VARIABLE |
| PUBLIC WORKS EMERGENCY DIVISION | | DEMOLITION & CLEARANCE CREWS | ARM BAND | NONE | TRUCK COMPANY | 6-24 | ONE TO FOUR TRUCKS, PICKS AND SHOVELS FOR 6, DEMOLITION EQUIPMENT. |
| | | ROAD REPAIR | ARM BAND | NONE | TRUCK COMPANY | 4-16 | 1-4 TRUCKS, ROAD TOOLS, RESURFACER, PAINTS, CARPENTER'S TOOLS. |
| | | DECONTAMINATION SQUADS | ARM BAND | CIVILIAN GASPROOF CLOTHING, DUTY MASKS | SPRAY TRUCK UNIT | 4-6 | WATER TANK, FLUSHER, CHLORIDE OF LIME, BRUSHES, SHOVELS, ETC. |

# CIVILIAN PROTECTION ORGANIZATION FOR A MUNICIPALITY

(CITIZEN'S DEFENSE CORPS)


AIR RAID WARNING SYSTEM INFORMATION CENTER
AIR RAID WARNING SERVICE WARNING DISTRICT CENTER
VOLUNTEER OFFICE AND OTHER SERVICES OF VOLUNTEER PARTICIPATION
CIVILIAN DEFENSE SCHOOLS
INDUSTRIAL PLANTS AND PUBLIC BUILDINGS
COMMANDER CITIZENS DEFENSE CORPS
CONTROL CENTER
STAFF
MESSENGERS
DRIVERS
YOUR STATE
PUBLIC PAROCHIAL AND PRIVATE SCHOOLS
FIRE DEPARTMENT
AUXILIARY FIREMEN
RESCUE SQUADS
FUNCTIONS
CONTROLLING AND EXTINGUISHING MAJOR FIRES. ORGANIZING EMERGENCY EQUIPMENT, STORAGE, FIRE PREVENTION, RESCUE OF PERSONS FROM DEMOLISHED OR BURNING HOUSES.
POLICE DEPARTMENT
AUXILIARY POLICE
BOMB SQUADS
FUNCTIONS
CONTROL OF TRAFFIC, PATROLLING OF STREETS, GUARDING OF SPECIAL DEFENSE POINTS, PREVENTING LOOTING, ENFORCING BLACKOUTS, CONTROLLING PANIC, REMOVAL OF DUDS AND TIME BOMBS.
WARDENS DIVISION
AIR RAID WARDENS
FIRE WATCHERS
EMERGENCY FOOD AND HOUSING
FUNCTIONS
TRAINING OF CIVILIAN POPULATION CONTROLLING MOVEMENTS, CLEARING STREETS, ASSISTING WOUNDED, MAINTAINING FIRE WATCH, ENSURING BLACKOUTS, EXTINGUISHING SMALL FIRES, COMBATING INCENDIARIES
EMERGENCY MEDICAL DIVISION
EMERGENCY MEDICAL SERVICE
NURSES AIDES
FUNCTIONS
CARING FOR WOUNDED THROUGH STRETCHER TEAMS, FIRST AID POSTS, CASUALTY STATIONS AND HOSPITALS
EMERGENCY PUBLIC WORKS
DEMOLITION AND CLEARANCE CREW
ROAD REPAIR CREWS
DECONTAMINATION SQUADS
FUNCTIONS
REMOVING RUBBLE, BLASTING UNSAFE STRUCTURES, OPENING AND REPAIRING STREET AND ROADS, REPLACING TRAFFIC SIGNS, CHEMICAL NEUTRALIZATION AND CLEANING OF GASSED AREAS.
EMERGENCY UTILITY SERVICE
BLACKOUT
WARNING
REPAIR SQUADS
FUNCTIONS
MAKING NECESSARY DISPOSITIONS, INSTALLATIONS, AND PLAN TO EFFECT QUICK BLACKOUT. INSTALLING PUBLIC WARNING SYSTEMS KEEPING PUBLIC SERVICES IN WORKING CONDITION.

# Schools and Training

The method of training adopted by the OCD on a national scale consists in organizing, in critical points, existing governmental facilities such as at Edgewood Arsenal. To these are invited, at the communities' expense, local technicians in fire fighting and prevention, police, sanitation, health, etc. Intensive courses are given to these "professionals" in the application of their respective services to civilian defense emergency needs, the organization of volunteer auxiliaries to supplement the work of their professional departments, and methods of training the volunteers. Graduates of the national schools for professionals report to their respective organizations for duty as instructors of local volunteer groups. State and local defense councils, in collaboration with local fire, police, sanitation, etc., authorities, provide local "school" facilities, training schedules, etc.

National Training Schools are as follows:

Edgewood Arsenal, Maryland.
Civilian Defense Training School, New Orleans, La.
Civilian Defense Training School, San Francisco, Calif.
Civilian Defense Training School (Middle West).

# Sample Certificate of Training

## Certificate of Instruction

*This is to certify that*

_____

*has satisfactorily completed the Required Courses of Training and demonstrated the necessary knowledge and ability to carry out the duties thereof and is entitled to wear the Official Emblem of the Citizens Defense Corps and the insignia designating him*

## Auxiliary Fireman

*of the* _____

*Civilian Protection Council*

_____

*Attest.*

# Periodical Combined-Group Practice

Following is a schedule of *combined-group* practice recommended for the average community:

| | *Hours* | *Periods* |
|---|---|---|
| Staff Corps<br>Air Raid Wardens<br>Fire Watchers<br>Auxiliary Firemen<br>Messengers | 3 | 1 every 2 months. |
| Staff Corps<br>Auxiliary Police<br>Drivers Corps<br>Emergency Food and Housing | 3 | 1 every 2 months. |
| Staff Corps<br>Nurses' Aides<br>Medical Corps<br>Rescue Squads<br>Messengers | 3 | 1 every 2 months. |
| Staff Corps<br>Air Raid Wardens<br>Bomb Squad<br>Rescue Squads<br>Demolition and Clearance Crews | 3 | 1 every 2 months. |
| Staff Corps<br>Demolition and Clearance Crews<br>Road Repair Crews<br>Decontamination Squads<br><br>All groups together | 4 | 1 every 4 months. |

# Physical Requirements

It is considered unnecessary to prescribe complete specifications for the various protection groups. State and local civilian defense organizations through their own medical divisions should set up minimum physical standards and provide means for physical examinations of volunteers for duties requiring them.

Physical requirements vary widely according to local conditions, organization, and the divers protection tasks. It is said that even some of the blind are active in limited tasks in England during blackouts because of their acute senses of direction, hearing, etc.

Most normal people between the ages of sixteen and sixty are physically capable and can learn the duties of some one of the protection tasks. Care should be taken by those responsible for assigning tasks to avoid assignments to persons emotionally unstable and to the extreme "official" types.

# Volunteer Organizations

It is the policy of the Office of Civilian Defense that organizations may volunteer for service as units in their communities; however, there are certain limitations which are necessary to secure unified command and efficient operation.

Once the units have volunteered, the individual members thereof are subject to the command, control, and administration of the Commander of the Citizens' Defense Corps, his staff, and his chiefs of services while actually on duty. Officers of units will hold command in the Citizens' Defense Corps only when their appointments have been confirmed by the Coordinator of Defense for the city or locality, and will hold office under the same conditions as any other unit leader or commander.

Members of units which volunteer may wear their own organization uniforms if they desire; however, they may not receive or wear federal insignia (arm bands, etc.) except upon the completion of individual training in approved courses, upon the same terms as any other volunteer.

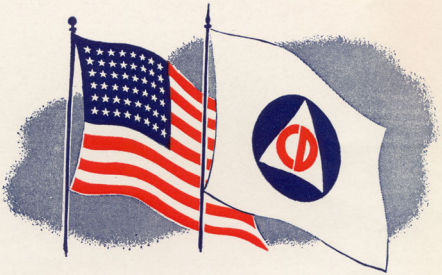
In times other than times of emergency, it is a matter for decision of local authority whether command and administration shall be exercised by the officers of the unit or by the civilian defense authorities of the city.

No organization shall be given exclusive right or franchise for any service, nor shall membership in any other organization be a condition of membership in the U. S. Citizens' Defense Corps.

Individual members of any organization serving with the U. S. Citizens' Defense Corps, may, in the event of emergency, be reassigned, transferred or relieved, according to the decision of the Commander Citizens' Defense Corps; and at any time they are subject to removal for cause, for incompetence, and for inefficiency, upon the same terms as any other volunteer.

It is the policy of the Office of Civilian Defense to welcome volunteer services which are equipped and organized, so long as those services make a contribution to the Civilian Defense effort. It is not a policy of the Office of Civilian Defense to allow any organization to use the civilian defense effort for the upbuilding of its own prestige, membership, or authority.

Nothing in the above changes or alters the relationship of the American Red Cross to the Office of Civilian Defense as defined in the statement of policy published September 4, 1941, jointly by the two organizations, and as amplified in the further joint statement of policy developed by the U. S. Office of Civilian Defense, the Office of Defense Health and Welfare, and the American Red Cross, released to the press December 28, 1941.

All insignia are patented by the Office of Civilian Defense. No persons or companies are permitted to fabricate, sell, or use any insignia without license therefor from this office. Names of licensed manufacturers are being supplied to civilian defense workers' groups and councils.

State designations, initials, or abbreviations if desired, may be added to all insignia on arm bands, sleeve insignia, collar and cap ornaments, civilian-dress lapel buttons or flags (except basic "CD") on same basis as on State "Staff" insignia. Such designations are not required except as "Staff" insignia. States adopting such designations will arrange for them direct with the Licensed Insignia manufacturers. Listed prices at which these manufacturers are licensed to sell do not include any State designations except on State and Local Staff ornaments.